



People Making
A Difference!

Idaho
State Government

Legislative Services
Office

Kristin Ford, Manager
Research & Legislation
Legislative Services Office
P.O. Box 83720
Boise, ID 83720-0054

WEBSITE:
www.legislature.idaho.gov

EMAIL:
jobapp@lso.idaho.gov

Non-Classified Opening

Administrative Assistant

Non-Classified Classification

Legislative Services Office

Open for Recruitment: May 13 – May 31, 2022

Announcement #

Beginning Salary: \$19.00 per hour – Plus Competitive Benefits!

Location(s): Idaho State Capitol - Boise

SPECIAL NOTIFICATION: This position is exempt from classified state service and the rules of the Division of Human Resources and the Idaho Personnel Commission.

The Legislative Services Office is seeking to fill a non-partisan permanent administrative assistant position in the Research and Legislation Division.

RESPONSIBILITIES:

- Staffs the reception desk for the Research and Legislation Division
- Assists the public with general inquiries about the Legislature
- Directs legislative members and lobbyists to appropriate staff members and provides administrative support involving frequent contact with the media and governmental officials
- Purchases office supplies
- Assists office staff, legislators, and legislative attaches in processing legislation
- Staffs legislative interim study committees by organizing meetings and taking minutes

MINIMUM QUALIFICATIONS: Positive, upbeat attitude and the desire to help is important as this person interacts with the public and public officials; familiarity with Microsoft Office; attention to detail; excellent communication skills; solid knowledge of English usage and grammar; good organizational skills; good Internet searching skills with an understanding of authoritative resources. Degree preferred but experience could substitute. Ability to prioritize tasks and work in a fast-paced, team environment with changing deadlines. Must be non-political and discreet in this nonpartisan office serving legislators of all political affiliations in a confidential capacity. Familiarity with state government and the political process helpful.

To Apply: Mail or email cover letter and resume **by May 31, 2022** to:

Kristin Ford
Legislative Services Office
P.O. Box 83720
Boise, ID 83720-0054

Email: jobapp@lso.idaho.gov For additional information see Legislative Services website at: www.legislature.idaho.gov

Hiring is done without regard to race, color, religion, national origin, sex, age or disability. In addition, preference may be given to veterans who qualify under state and federal laws and regulations. If you need special accommodations to satisfy testing requirements, please contact the Division of Human Resources.